

Application Narrative Template

This section of the toolkit is to assist jurisdictions in thoroughly completing their application narrative document. Below you will find the questions that HHAP program staff will be ensuring are answered in each jurisdiction's narrative document. Applications will not be deemed complete if all the below questions are not addressed in a jurisdiction's narrative attachment. More information on these areas can be found in the [HHAP program guidance](#).

1. **SUMMARY OF HOMELESSNESS IN THE CoC, LARGE CITY, OR COUNTY**

To successfully complete this section, applicants must:

A. Submit their CoC's complete HUD Longitudinal System Assessment (LSA) from June 2018 – June 2019.

B. Use the LSA data to provide (as defined by HUD):

1. Total number of households served in:
 - (1) Emergency Shelter, Safe Haven and Transitional Housing **0**
 - (2) Rapid Rehousing **39**
 - (3) Permanent Supportive Housing **0**
2. Total number of disabled households served across all interventions. **24**
3. Total number of households experiencing chronic homelessness served across all interventions. **1**
4. Total number of 55+ households served across all interventions. **4**
5. Total number of unaccompanied youth served across all interventions. **0**
6. Total number of veteran households served across all interventions. **4**
7. Number of individuals served across all interventions who were:
 - (1) Female **30**, (2) Male **24**, (3) Transgender, or (4) Gender Non-Conforming **0**.
8. Total number individuals served across all interventions who were:
 - (1) White , Non-Hispanic/Non-Latino **36** (only), (2) White, Hispanic/Latino **14** (only), (3) Black or African American **2** (only), (4) Asian **1** (only), (5) American Indian or Alaska Native **0**(only), (5) Native Hawaiian/Other Pacific Islander **0** (only) or (6) Multiple races

Please note:

- Per HHAP program guidance, CoCs are expected to share the LSA with their regional co-applicants (i.e. applicable large cities and counties that overlap the CoC's jurisdiction). Each entity will submit a copy of the LSA for their CoC.
- Acknowledging that there may be differences in demographics and characteristics within a region, large city and county, applicants may also include additional information and data that is specific to the geography they represent.

2. DEMONSTRATION OF REGIONAL COORDINATION

To successfully complete this section, applicants must provide:

A. Coordinated Entry System (CES) Information

For CoC applicants:

1. Describe how your CES functions, including:
 - a. What entity is responsible for operating your CES?
 - i. The Colusa-Glenn-Trinity Community Action Partnership through the Glenn County Community Action Department.
 - b. What is the process for assessment and identification of housing needs for individuals and families that are experiencing or at risk of experiencing homelessness in your community?
 - i. Each household who are requesting housing services completes the VI-SPDAT or F-SPDAT at indication of homelessness. The tool provides a score indicative of what housing program type the household needs. Depending on the availability of the program, the household is then served by the program referred to. In some cases, households are served in some programs sooner than others.
 - c. How are people referred to available housing through CES?
 - i. Currently households are referred through paper referral via fax or email. Beginning in July 2020, referrals will be made through HMIS electronically.
2. How do you promote the utilization of your CES? Specifically:
 - a. What outreach do you conduct to ensure all individuals experiencing homelessness, including those with multiple barriers, are aware of the CES assessment and referral process?

- i. Colusa-Glenn-Trinity CoC uses a “no wrong door” approach for CES. Therefore, each household requesting services is made aware of the CES process at service request time. Each agency is able to complete the screening tool with the client and an appropriate referrals is made.
 - b. What is the grievance or appeal process for customers?
 - i. All grievances will be reviewed by the CES Grievance Committee. Grievances can be made in writing at the location of the CES application or via email to Imelgarejo@countyofglenn.net. Once a grievance is received, the committee will converse regarding the grievance and take appropriate action.
 - c. How do you provide culturally responsive services to people experiencing homelessness?
 - i. In all three counties, all forms are available in threshold languages for the counties, including Spanish. In addition, employees are trained in cultural proficiency using Strategies 2.0 to be more aware of cultural norms that are not readily apparent in each community.
- 3. What, if any, are the current challenges preventing successful CES operation in your jurisdiction, and how do you plan to address these challenges?
 - a. Currently, our biggest challenge is coordination of efforts. Glenn County Community Action Department is in the process of hiring additional staff to provide support across the continuum region and moving to an electronic referral system.

3. RESOURCES ADDRESSING HOMELESSNESS

To successfully complete this section, all applicants must answer the following questions:

A. Existing Programs and Resources

1. Provide an exhaustive list of all funds (including the program and dollar amount) that your jurisdiction currently uses to provide housing and homeless services for homeless populations.

This list should include (where applicable), but not be limited to:

- a. Federal Funding: [ESG \(\\$92,835\)](#), [CSBG\(\\$262,075\)](#)

- b. State Funding: [HEAP \(\\$222,071\)](#), [CESH 1 \(\\$304,838\)](#), [CalWORKs HSP \(\\$189,000\)](#), [NPLH Planning Grant \(\\$75,000\)](#), [HDAP \(\\$11,250\)](#), [CMSP Wellness and Prevention \(\\$150,000\)](#), [CMSP Healthcare Systems Development \(\\$300,000\)](#), [MHSA \(\\$423,771\)](#).
 - c. Local Funding: Probation funding for providing housing services to the AB109 population; Private donations to local nonprofits including domestic violence providers, local ministerial associations.
 - 2. How are these resources integrated or coordinated with applicants from overlapping jurisdictions (i.e. CoC, large city, and/or county)?
 - a. Colusa-Glenn-Trinity Community Action Partnership is also lead agency for the Colusa-Glenn-Trinity County Continuum of Care. When appropriate, the Lead Agency applies for funding on behalf of the region allowing for more resources to be brought into the community. Through the Continuum of Care, needs are assessed, and these resources are allocated.
 - 3. What gaps currently exist in housing and homeless services for homeless populations in your jurisdiction?
 - a. The identified gap in housing services is a continued housing shortage issue that currently exists, including a shortage of supportive housing. There is also a gap in the lack of emergency shelter for the chronically homeless in Glenn and Colusa counties. Colusa County lacks emergency shelter for victims of domestic violence.

B. HHAP Funding Plans

- 1. Explain, in detail, how your jurisdiction plans to use the full amount of HHAP funds (including the youth set-aside) and how it will complement existing funds to close the identified gaps in housing and homeless services for the homeless population in your jurisdiction.
 - 1. Rental assistance and rapid rehousing (\$120,000)
 - 2. Operating subsidies (\$120,000) in new and existing supportive housing units, emergency shelters, and navigation centers: Funding will be used for operating subsidies for new supportive housing units and for a new and existing domestic violence shelters and emergency shelters. This fills a gap in existing funding sources and replaces income lost from the competitive ESG applications.

3. Landlord incentives (\$100,000): This will provide additional support for security deposits to assist with rehousing services.
 4. Outreach and coordination (\$50,000): This will provide funds for coordination of supportive housing programs, employment programs and outreach to the chronically homeless and victims of domestic violence. Funding will also support improvements in technological supports to improve coordination of regional partners.
 5. System Support (\$50,000): This funding will go toward capacity building for regional delivery systems, including regional collaboration between domestic violence service providers; improving data and information sharing; and coordination of services.
 6. HMIS Administration (\$25,000): This will allow the agency to pay staff to complete data entry for program participants, report results to Homeless Coordinating and Financing Council, capture accurate data for the community, and report accurate data to the Continuum of Care.
 7. Administration (\$35,000): This will allow the agency to administer any contracts for services, complete reporting criteria and ensure that funding is on target for adequate spend down.
 8. Youth Set-Aside (\$40,000): This will operate a rentals assistance program for youth who are homeless. We have been successful using our Homeless Emergency Assistance Program funds in operating this program in Glenn County.
2. How will you ensure that HHAP funded projects will align and comply with the core components of Housing First as defined in Welfare and Institutions Code § 8255(b)?
- HHAP funds will be monitored monthly with a list of clients served and funding used during the month reported. All subcontracted providers will have a checklist for eligibility criteria. During the contract period, staff will randomly monitor subcontracted providers at their locations to ensure Housing First components are being complied with.

4. **PARTNERS ADDRESSING HOMELESSNESS**

To successfully complete this section, all applicants must answer the following questions:

A. Collaborating Partner Efforts

Please note: per [Program Guidance](#), page 9, collaborative partners, at a minimum, should include representatives of local homeless service providers, homeless youth programs, law enforcement, behavioral health, county welfare departments, city and county public officials, educators, workforce development, community clinics, health care providers, public housing authorities, and people with lived experience. If any of these partnerships are not currently active in your jurisdiction, please address in question #3 below.

1. Describe, in detail, the collaborative partners who will be working with you on identified HHAP projects and how you will be partnering with them.
 - CoC members: The regional CoC is comprised of members from various sectors and local subcommittees for each county. They provide direction and coordination of services.
 - Healthcare Collaboratives: Coordination with local healthcare collaboratives to improve systems of care, including coordination for referrals and services for homeless persons.
 - Subcontracted providers: These include partnering county agencies and local non-profits throughout the CoC region. We will partner to ensure that homeless persons are being served in all three counties.

2. Describe any barriers that you experience in partnering, and how you plan to address them.

The biggest barriers are staffing capacity for our small non-profits and communication with them. We expect to hold monthly meetings via teleconferencing to ensure that the Lead Agency is providing necessary supports needed by the smaller non-profits. Operation subsidies and system support will also help build capacity in subcontracting partners.

3. *If no collaborative partners have not been identified at time of application, describe the collaborative process of how you intend to include new and existing partners on HHAP projects.*

5. SOLUTIONS TO ADDRESS HOMELESSNESS

To successfully complete this section:

Applicants that Submitted a Strategic Plan for CESH must:

- Identify the measurable goals set in your CESH Strategic Plan and explain, in detail, which of these goals HHAP funding will directly impact and by how much.

The CESH Strategic Plan sets out three priorities including: 1. Build the Housing System 2. Promote Healthy Communities, and 3. Expand Funding Sources and Partnerships. Each priority has a number of individual goals. This plan and its priorities serve as a foundational framework for the path towards ending

- Priority 1-Building Housing System: The goals for priority one which will be addressed with the HHAP program include:
 - Goal 1-A - Increase the Housing and Supportive Services available across the CoC. HHAP funds will help to directly accomplish this goal by providing for operational costs for supportive housing and engaging landlords.
 - Secondly, HHAP funding will address Goal 1-B Increase Outreach and Engagement by expanding the number of entities with staffing and capacity to administer housing programs. HHAP will do this by providing operational subsidies that will provide for staffing and case management.
 - Goal 1-D: Address the need for varied funding streams that will fill a gap. HHAP funding will help in engaging community partners, board members, civic leaders, public officials, public agencies, the business community and other stakeholders in the need for community engagement and coordination of resources
- Priority 2- Promote Healthy Communities:
 - Goal Goal 2-A Strengthen and Build the Capacity of our local Communities to improve quality of life by enhancing health, supportive services, skills development and other services to improve long-term outcomes. HHAP funding for outreach to coordinate with collaborative partners will improve coordination of supportive services.

- Goal 2-B & 2-C: HHAP funds will be used to implement COC wide improvements to HMIS database and coordinated entry process.
- Priority 3: Expanding Funding Sources and Partnerships
 - Goal 3-A: Engage in actions that increase the CoC's ability to obtain funding. HHAP funding will strengthen and expand partnerships, especially with local nonprofits, to address the needs of homeless and mentally ill.
 - Goal 3-B: Strengthen and Build the Capacity of Community Leadership around Homelessness: HHAP will support the engagement of community partners, board members, civil leaders, public officials, public agencies, the business community and other stakeholders in the need for community engagement and coordination of resources.

Through leveraging of funding and partnerships, the CoC will address the measurable goals set in the CESH Strategic Plan. HHAP funds will provide projected assistance during the project period to:

We are projecting 40 individuals will be placed in permanent housing with 5 being homeless youth and a total percentage of 75% or greater being placed into permanent housing.

HHAP funding will directly affect system capacity building efforts to support homeless persons. Outreach, coordination and development of regional partnerships is difficult to capture quantitatively. Qualitative data will be captured in reports.

Please note: Per HSC § 50219(a)(6), all applicants' measurable goals must include the number of individuals they intend to serve, and the number of individuals they intend to successfully place in permanent housing with HHAP funding.



**HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM (HHAP)
ANNUAL BUDGET TEMPLATE**

APPLICANT INFORMATION

CoC / Large City / County Name:	COC-523	Receiving Redirected Funds? Y/N	No
Administrative Entity Name:	Glenn County	Total Redirected Funding	\$ -

HHAP FUNDING EXPENDITURE PLAN*

ELIGIBLE USE CATEGORY	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	TOTAL
Rental Assistance and Rapid Rehousing	\$ -	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 120,000.00
Operating Subsidies and Reserves	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ 120,000.00
Landlord Incentives	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 100,000.00
Outreach and Coordination (including employment)	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 50,000.00
Systems Support to Create Regional Partnerships	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 50,000.00
Delivery of Permanent Housing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prevention and Shelter Diversion to Permanent Housing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Navigation Centers and Emergency Shelters	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Strategic Homelessness Planning, Infrastructure Development, CES, and HMIS (up to 5%)	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ -	\$ 25,000.00
Administrative (up to 7%)	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 35,000.00
						\$ 500,000.00
						TOTAL FUNDING ALLOCATION
	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	TOTAL
Youth Set-Aside (at least 8%)	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 40,000.00

*Narrative should reflect details of HHAP funding plan

COMMENTS:

FINAL



Colusa-Glenn-Trinity Community Action Partnership

Administered by the

Glenn County Community Action Department

Christine Zoppi, Director

Lucy Hernandez, Assistant Director



February 13, 2020

Alexis Podesta
Secretary of Business, Consumer Services, and Housing Agency
California Homeless Coordinating and Financing Council
915 Capitol Mall
Suite 350-A
Sacramento CA, 95814
(916) 653-4090

Dear Alexis Podesta,

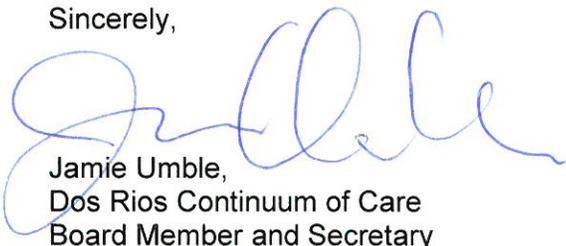
Please consider this letter as an assurance of support from the Dos Rios Continuum of Care (CoC) to the Glenn County Community Action Department (CAD) as it launches the Homeless Housing, Assistance, and Prevention Program (HHAP) grant. Dos Rios CoC acknowledges that CAD's plan accurately addresses their share of the regional need to address homelessness.

HHAP Grant funding will provide funds to address and prevent homelessness throughout Glenn County through rental assistance and overall homeless services. As part of the Dos Rios CoC, Glenn County CAD provides community housing resources, advocates for homelessness prevention services, and assist homeless individuals/families to obtain housing.

Glenn County CAD provides easier access to temporary housing, permanent housing and housing vouchers, and will assist vulnerable populations in accessing permanent housing and promote housing stability. In addition, Dos Rios CoC acknowledges the work done by Glenn County CAD as it provides housing rehabilitation loans to eligible property owners who need to comply with locally adopted housing standards. Reducing the cost of ongoing and future maintenance costs and thus preserving safe, decent affordable housing.

Dos Rios CoC will be support Glenn County CAD as it carries out HHAP approved activities and provide a platform for collaboration to address homelessness regionally. We believe the partnership between Dos Rios CoC and Glenn County CAD is a great fit to address Glenn County's goal to reduce homelessness and struggles of low income families to maintain permanent housing. Dos Rios CoC's desire, to reduce homelessness across the region, align with the intent and goals the HHAP Governing board and is beneficial to the achievement of successful outcomes within the focus areas of HHAP. Through this close working relationship, we acknowledge and agree to regional coordination and partnership, per Health and Safety Code 50219(a)(1).

Sincerely,



Jamie Umble,
Dos Rios Continuum of Care
Board Member and Secretary

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